Directions for Submitting a Personnel Roster

1. Personnel rosters must be submitted quarterly. Quarters end on Dec. 31, March 31, June 30, and Sept. 30.

2. Personnel rosters must be submitted to MIHP@michigan.gov. Please do not submit your roster to any other email address.

3. In the body of the email please indicate the staff member to be added to SSO or removed from SSO.

4. Make sure that all personnel listed on your roster as a Single Sign On (SSO) user is registered with SSO prior to submitting your roster.

5. Make sure that any personnel that have left your agency since the previous quarter is listed in the lower portion of your personnel roster so their SSO access can be deactivated.

6. Please only enter an X under the SSO/MIHP column. Do not enter a number or a username in this column.

7. Your personnel roster and MIHP's SSO User Report **MUST** match.

8. Personnel rosters are due within 30 days of the end of the quarter. Any personnel roster that is not received by that time will have the agency SSO account deactivated. Your account will not be reactivated until your roster is received and it matches the SSO User Report.

9. Personnel rosters also must be submitted anytime there is a staffing change (you hire a new staff member or a staff member leaves the agency).